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HR Handbook Update No. 2013 – 0007

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Department Preferred Reemployment List Forms

Issue Date: August 12, 2013

This is to advise agencies that the Department Preferred Reemployment List forms have been changed. There are now two separate forms: one for employees who are laid off (Layoff Template #9), and one for employees affected by Business Reorganizations (Template #15).

The forms can be found in the HR Handbook [here](#).

If you have any questions, please contact your Employee Relations Consultant at (225) 342-8274.

Sincerely,

Shannon S. Templet
Director